

MASS 1829

# Abbot Academy

FOUNDED 1829

## HANDBOOK



617-475-3562

1966-1967



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1966-1967

# CALENDAR

1966-1967

TUESDAY, SEPTEMBER 13

Arrival and Registration of all Resident  
Students before 6:00 P.M.

FRIDAY, NOVEMBER 11, AND SATURDAY  
NOVEMBER 12

Parent's Week End

WEDNESDAY, NOVEMBER 23, 8:00 A.M.

SUNDAY, NOVEMBER 27, 6:00 P.M.

Thanksgiving Week End

THURSDAY, DECEMBER 15, 8:00 A.M.

WEDNESDAY, JANUARY 4, 6:00 P.M.

Christmas Vacation

FRIDAY, MARCH 17, 8:00 A.M.

MONDAY, APRIL 3, 6:00 P.M.

Spring Vacation

MONDAY, JUNE 5

Commencement

Direct lines also to :

Infirmary	475-1728
Acting Principal's House	475-0060

\* \* \* \* \*

## ADMINISTRATION

Mrs. Alexander Crane	Principal (On Leave 1966-67)
Miss Eleanor Tucker	Acting Principal
Miss Christine von Erpecom	Dean of Students
Mrs. Ford Duncan	Dean of Admissions
Mrs. Lynwood Howard	Director of Food and Housing
Mr. Gardner Sutton	Comptroller

\* \* \*

Dr. Robert Ramsdell	School Physician
Miss Kathleen Ayre	} School Nurses
Miss Marian Perkins	

\* \* \* \* \*

Telephone calls may be received by the students at the times listed below.

*No calls can be taken by students during  
the evening study hour 7:15 — 9:00*

As the telephones are much in demand during these limited periods, it is requested that calls should not be unduly frequent, and they must be limited to five minutes. If necessary, an overtime call will be cut off. The switchboard is closed at 9:30, (at 7:45 on Saturday evenings.) Emergency calls concerning students and their families after that hour must be made to the Acting Principal at her house.

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## THE DAILY PROGRAM

6:45	Rising Bell
7:15	Breakfast
7:40 — 8:00	Rooms put in order
8:00	Chapel

The remainder of the daily program will vary and specific details will be posted on your arrival at school.

## DAY'S ACTIVITIES

Every girl must attend all school functions such as chapel, vesper services, meetings, and meals.

dover to build up sports credit for herself and her team. The major outdoor sports are field hockey, soccer, tennis, riding, lacrosse, and softball. In the winter basketball, volleyball, badminton, fencing, ballet and tumbling are offered. Skiing and skating are also available, as weather permits. Swimming in the Phillips Academy pool is available on Friday evenings.

The members of the Fidelio Society, or the school glee club, are chosen from the two upper classes. The Choir has more intensive training and sings at the Sunday evening vesper services and at services at the Cochran Chapel, as does Fidelio. Every girl has training in singing, in the music classes or in Fidelio. There is an A Cappella group, a madrigal group, and a Folk Society.

Girls who play woodwinds or stringed instruments may audition for a place in the Phillips Academy orchestra.

There are various opportunities to participate in dramatic productions. In the course of the year each of the four classes presents a play. Girls may sometimes take part in plays produced by nearby boys' schools. There is also a play-production class and workshop plays.

#### STUDY HOURS:

All students must observe scheduled study hours. Visiting another student's room during study hours should be for academic reasons only. Students should work on their own unless it is absolutely necessary to confer with another.

Afternoon and evening study halls are preceded by a five minute warning bell. At the second bell students must be ready to sit down to work with all books and assignments ready.

There is to be no staying up after lights without permission or getting up before the rising bell to study.

All Seniors and Senior Middlers are allowed to study in their own rooms. The study hall in the McKeen Building is used during the morning and afternoon study hours for the two lower classes. In the evening study hour, all girls study in their own rooms.

Every girl is to be in her building by 4:30 on school days. If it is necessary for a girl to go from one building to another after dinner, she is required to check out before leaving her house. A telephone call is made from one building to another before she leaves. It is important to know the whereabouts of each girl at all times.

#### LIBRARY REGULATIONS:

All students may use the Library during all DAY TIME STUDY HOURS when library facilities are required. Preps and Juniors must use the study hall for all other studying. At the beginning of each class or study period every student using the Library must sign on the sheets at the desk.

Residents of Draper Hall may use the Library during the evening study hours at times posted. They must sign on their corridor board.

OUTSIDE OF STUDY HOURS students may use the Library for study or for recreational reading during all daytime leisure periods. In addition, residents of Draper Hall may use the Library during evening leisure periods.

DAY STUDENTS may use the Library during the hours they spend at the school just as the resident students do. They should not plan to stay in the Library after 9:30 P.M.

The Chickering Room is to be used for reading only.

The basement stacks can be used by girls only with the librarian's permission.



Regular school clothes are always to be worn in the Library. Gym suits are permitted during the afternoon free time. No night clothes of any kind may be worn in the Library at any time.

### Food

The school table is carefully and amply furnished. No special diets can be provided, and it is essential that the girls understand that sensible eating is important for their health. Girls are expected to take at least a small portion of everything that is served.

## CITIZENSHIP AND RULES

The Student Government in cooperation with the Principal and the members of the faculty endeavors to encourage in each student qualities of character that are generally accepted as basic to humane and civilized living, both personal and social. Rules as such, beyond those affecting health, scholarship, and safety, are minimized in comparison with emphasis on a high sense of honor, honesty, individual responsibility, a constructive attitude, consideration of another's rights and feelings, and lady-like behavior. These principles should lead to such expression in conduct as punctuality, quiet in study hours, orderliness, neat and appropriate appearance and a cooperative attitude in matters affecting the happiness, welfare, and reputation of the group.

The following pages explain certain rules and procedures which have been found to be desirable. Deviation from them may prove a hazard to the student, to other members of the school, or to the school itself. It is assumed that every girl is trustworthy and responsible. The school, however, retains the right to correct and discipline students who do not assume the responsibility for their own behavior. A student may be reproved or punished for failure to live by the principles, rules, and procedures outlined. Violation of the basic concepts of honesty or the rules regarding drinking and smoking may lead to suspension or expulsion.

The School will not tolerate :

1. *Dishonesty*

No student may give or receive help in any test or examination. Students are expected to do their own assigned work, except in instances where the teachers recommend or approve cooperative effort.

Each student is expected to respect private property and school property. The unauthorized taking of library books or tapes from the language laboratory is a serious offense.

2. *Drinking*

No girl may drink any alcoholic beverage while she is under the jurisdiction of the school.

3. *Smoking — except as noted*

Even at times and places where smoking is permitted, written permission from the parents must first be obtained. No girl may smoke while under the jurisdiction of the school, with the following exceptions:

Seniors may smoke :

a. Off campus

1. In Andover (as posted)

2. Outside of Andover

If on leave or dining out except on public conveyances to and from Boston and in Boston stations and streets.

b. On campus

In the Drawing Room on weekends at specified times.

4. *Meeting boys while under the jurisdiction of the school except with the knowledge and approval of the school.*

“Jurisdiction of the school” is understood to apply to girls on and off campus except when a girl is away on an overnight leave, weekend, or vacation.

## DAY STUDENTS

As recognized members of the Abbot student body, the Day Students are expected to behave, both on and off campus, in a manner not inconsistent with what is required of Abbot's boarding students. Any action of theirs which might reflect upon their own good name or that of the school will be a matter for review by the school with possible disciplinary action resulting.

### Specific Rules

If a student is to be absent, a message must be telephoned in by parents early in the morning.

Assignments - Parents may telephone for assignments or may come to school to collect them.

During school days the students are expected to attend all school functions, promptly. All dress regulations apply to Day Students as well as boarders.

Weekend permissions are obtained by Day Students if they must leave school on Friday as soon as major classes are over.

Every girl must sign in at the switchboard on arrival and sign out at the end of the day.

Downtown permissions will be needed in same manner as Boarders.

Cars used for commuting are not to be used during the academic day. No boarder may drive with a day student unless leave has been arranged through the Permissions' Office and an adult is present in the car.

Day Students must be off campus by nine-thirty during the week.

# FREE TIME PERMISSIONS AND PRIVILEGES ON CAMPUS

## Week Days

In all "free time" the only restrictions on noise are the general ones of natural courtesy. Radios and record players may be used except during study hours and class time. The television set in the Draper Recreation Room may be used at times posted.

In the fall and spring, when walking on the campus after dinner is permissible, students may go anywhere on the grounds except the woods and the hockey field, because even during a short absence a girl may receive a telephone call and it is important that the school know where she is.

Out of town boys may call but such calls must be limited to an hour. For walking with visitors only the front circle is to be used.

## Week Ends

1. CALLING HOURS for boys are posted and each call is not more than two hours long. When a student is told she has a caller, she must meet him at Draper Hall and introduce him to the chaperone on duty. Upon leaving he should say good bye to the girl and the chaperone at Draper Hall.
2. DANCES. Directions for specific dances will be posted for each occasion.
3. LECTURES AND ENTERTAINMENTS for the whole school are often arranged. Students should return to their own corridors as soon as any evening activity is over.  
Guests may attend the Saturday evening programs with Seniors provided permission has been received. At the end of the entertainment the visitor must say good bye on leaving Davis Hall.
4. On SUNDAYS AFTER CHURCH students may walk around the Circle with boys or visit with them in the Drawing Room or the McKeen Room. Boys must leave at 12:30.

## Checking Out and In

For all off campus permissions girls must check out and in with the front office. Every girl must observe the exact conditions as arranged with the Permissions' office regarding all leaves including dining and travel regulations.

### Underclassmen May Have:

1. 1 weekend leave each term.

These run from Friday following the last class appointment until early Sunday evening. Certain weekends are closed including those immediately before and after a vacation. Underclassmen are not expected to accept invitations to proms or other social functions at men's colleges unless they are to be entertained and chaperoned by parents or friends of parents. They may accept invitations to a dance at a boys' preparatory school, provided the chaperonage conditions are satisfactory and the date coincides with those permissible for a weekend leave. Girls are expected to observe the rules of the school where they are guests.

2. 2 Saturday leaves in each term.

A Saturday leave begins after the morning study hall and ends by 7:30. A complete weekend may be exchanged for one extra Saturday leave.

3. Sunday leaves may be had on request.
4. Dining out privileges for any day in the week may be had by special permission.
5. Special permissions may be obtained to attend weddings or other social functions in the student's immediate family.

### Seniors May Have:

1. 1 weekend leave each term.

These run from Friday following the last class appointment until early Sun-

day evening. Certain weekends are closed including those immediately before and after vacation. Seniors may attend dances or other functions at men's colleges if parents approve. If at a boy's preparatory school, they are expected to observe the rules of the school where they are guests.

1 extra weekend may be taken in the fall or winter term.

2. 4 Saturday leaves in the fall term.

4 Saturday leaves in the winter term.

3 Saturday leaves in the spring term.

A Saturday leave begins after the morning study hall and ends by 7:30. P.M.

Seniors may go to Boston on a Saturday leave without a chaperone if accompanied by at least one other Senior. These leaves end at 6 P.M.

A group of no less than four girls may attend football games in Boston or Cambridge during the fall term.

A complete weekend may be exchanged for one extra Saturday leave.

3. Sunday leaves may be had on request.

Seniors may dine on Sunday at the Inn twice each term. Two to six seniors may go together. Reservations should be made in advance. No checks will be cashed at the Inn.

4. Dining out privileges for any day in the week may be had by special permission.

On Saturdays two or more Seniors may eat Saturday lunch at specified restaurants.

5. Special permissions may be obtained to attend weddings or other social functions in the student's immediate family.

### Applications For Leaves

Parents' permission must be obtained for a leave of any kind taken with any person not known to the school. Parents may file



with the school a list of people with whom their daughters may take Saturday or Sunday leaves or they may send approval each time to the Permissions' Office. If parents are traveling or are to be out of the country at any time, they are requested to notify the school of their foreign address (es) and to give the name of a resident in the United States whom the school may notify in an emergency. Parents in these circumstances may authorize the Principal to give permission for leaves away from the school.

Applications for a weekend leave must be filed with the Permissions' Office by Wednesday of the week preceding the week in which the leave is desired. Written permission from parents must be obtained and an invitation from the hostess if the weekend is to be spent away from home.

Applications for Saturday leaves must be filed with the Permissions' Office by noon of the preceding Thursday except in special cases.

Applications for Sunday leaves must be filed with the Permissions' Office by noon of the preceding Thursday except in special cases.

## Other Off Campus Privileges

### 1. Downtown.

Girls may go downtown during the week at specified times. Times, general conditions, and shops that may be visited will be posted.

### 2. Walks.

Approved walks are planned by the Athletic Association.

## Off Campus Privileges Not Involving Leaves

Announcements concerning the week end are made early each week. Activities involving the purchase of tickets are generally announced well in advance. If a girl signs for a ticket, she is pledged to pay for it. She may sell it to another student. At programs given at other places Abbot students must sit in the seats reserved for them. At Phillips Academy girls may sit with boys on the ground floor if seats are not reserved. After a lecture or other program at Phillips Academy boys may accompany girls as far as Draper Hall.

Groups of Abbot girls are frequently invited to an evening dance at a boys' school. The girls are expected to observe the rules of the school where they are guests.

## ROOM FURNISHINGS

Each girl is provided with a single bed, a bureau, straight chairs, a desk, and a bookcase. Rugs, curtains, bedspreads, a study lamp, and an easy chair are provided by the student. Girls in Draper provide plain white unruffled glass curtains to be used next to the window for the sake of uniformity, but over-draperies may be of any color. Roommates should correspond during the summer about necessary purchases for the room.

The School will supply one pair of woolen blankets if requested, but a warm puff or an extra pair of blankets should be brought by each girl. Sheets to fit a mattress 6 feet by 3 feet, pillow-cases, 20 inches by 32 inches, bath towels, face towels, a napkin ring, a shoe bag, a waste basket, and two laundry bags are needed.

It is important that good taste be shown in room furnishings. Housemothers may request that unsuitable decorations be disposed of. Pictures or posters may be hung from the mouldings but nothing should be tacked or stuck to the walls.



The students clean their own rooms, which are frequently inspected by the house-mothers.

Rooms are wired for 150 watts per student. Hence no electric appliance except lamps, radios, record players, and razors should be used. Sun lamps and reflectors are both forbidden. Heating devices are not permitted, but hair dryers may be used during the day, when the electric circuits are not being heavily loaded.

Food may be kept in rooms if in suitable containers. Perishable foods especially meats or opened cans should be put into the refrigerator. The only food which may be taken from the dining room to the students' rooms is fresh fruit.

## **DORMITORY PROCEDURES**

### **Housekeeping**

On each corridor or house bulletin boards are to be found forms for use in requesting minor repairs. Girls are urged not to try to do repairs themselves.

Students must become familiar with the details of daily housekeeping as arranged for each corridor or house. They must learn how to dispose of rubbish properly and where to store luggage. Each student may keep one small suitcase in her room. In the spring wooden packing boxes may be bought for storage of possessions.

Students must do their share in keeping the school buildings and property in good condition and make an effort to conserve electricity. Lights must be turned off when not in use. For the sake of safety, screens must never be removed from the windows and shades must be down when it is dark.

### **Dress**

In Draper students are asked to wear bathrobes on their corridors and when taking calls on the ground floor during the week. On weekends they are expected to be fully dressed when taking such calls.

In the outside houses bathrobes must be worn on the ground floors.

## Laundry

The school has its own laundry, and every student is entitled to the weekly laundering of her sheets and towels, and of an average amount of night clothes, blouses, and underwear. These should be placed in her laundry bag, with a list of the articles, all of which should be marked by sewn-on name tapes. The bag, tied firmly, should be placed in the laundry chute by 7:15 A.M. on the day of collection. (Monday in Draper Hall, Thursday in Abbey, French and Sherman.)

Dry cleaning is arranged for by the school. Clothes should be brought to the Parcel Room in the basement of Draper Hall during the hours posted on the door.

## DRESS

The dress at Abbot is not a regular uniform. Since storage space is limited, a minimum amount of clothing should be planned.

### FOR SCHOOL WEAR:

Blouses, sweaters and skirts, socks or stockings, and two pair of tie shoes with firm soles.

### FOR DINNER:

Simple cotton or woolen dresses, nylon stockings, and flats or heels.

### FOR SUNDAYS:

A suit or simple dress and coat and hats appropriate for church, gloves, and umbrella.

### FOR SATURDAYS AND CERTAIN INFORMAL OCCASIONS:

shorts, slacks, jeans, or short kilts, loafers, ski clothes.

## Specially Required

- 1 bathrobe and slippers
- 1 Abbot white dress
- 1 pastel cotton dress in a full-skirted shirt-waist style
- 1 pair white high-heeled pumps or spectators (either kind must have closed toe and heel.)
- Abbot gym outfit including white sneakers (Special shoes are needed for hockey or soccer and can be ordered at school.)
- Riding breeches or jodhpurs if a girl rides.
- The school urges each girl to have a wrist watch.

## INFIRMARY

Every day the nurse holds clinics in the infirmary where minor ailments are treated. One of the two resident nurses is always on duty.

### INFIRMARY CLINIC HOURS:

#### School days

7:45 — 8:00 A.M.	1:30 — 1:45 P.M.
	4:30 — 4:45 P.M.

#### Saturdays

8:30 — 9:00 A.M.	1:00 — 1:30 P.M.
	5:30 — 6:00 P.M.

#### Sundays

9:30 — 10:00 A.M.	12:30 — 1:00 P.M.
	5:00 — 6:00 P.M.

Notice that there are no clinic hours after dinner on any day.

Except in clinic hours, girls should be taken to the infirmary by a teacher. In any case either the housemother or the Front Office should be informed by the student. Students must report at the Front Office as soon as they are released from the infirmary.

For an overnight stay pajamas, bathrobe, slippers, bath towel, wash cloth, soap, comb, toothbrush and paste, are necessary. Books and papers may be taken.

All symptoms and accidents must be reported to the infirmary at once. NEVER PUT THIS OFF. Consider other people, especially in the matter of colds!

Only the infirmary may excuse students from attending church, classes and scheduled school activities. If so excused, they may not leave the campus for the rest of that day.

Appointments for special medical or dental treatment are made through the infirmary as well as arrangements for chaperoning to the appointments in Boston, Lawrence, or other places outside Andover. Such special trips should be for emergencies only.

No medicines may be kept in rooms unless prescribed by the infirmary or checked by the infirmary. Students taking medicines, such as thyroid extract, prescribed by their own doctors, must report this fact to the infirmary.

## FINANCES

### Spending Money

The Bay State Merchants National Bank and the Merrimack Valley National Bank, both located in Andover within easy walking distance from the Academy, have agreed to accept personal checking accounts for students enrolled at the Academy, at a cost of 10¢ per check plus a service charge of 33¢ per month. It is recommended that accounts be opened at one or the other of these banks in order to facilitate cash withdrawals. If a checking account elsewhere is preferred, however, students wishing to cash checks in Andover will be supplied with identification cards. Checks will not be cashed at the Academy except in an emergency.

The size of the student's opening deposit in a checking account is optional but should be sufficient to include what her parents consider an appropriate weekly withdrawal for incidental expenses. There are also certain calls upon students for class or association dues. These amount to from twenty to

twenty-five dollars per school year. Contributions to the United Fund, Christmas for the staff members, etc., are earnestly encouraged; a student should expect to give a minimum total of ten dollars for these purposes. Each student is also expected to give at least twenty-five cents each Sunday to the church she attends.

Except for such expenses as the above, and the costs of taking Saturday or weekend leaves, there is little need for cash expenditures by the students. Sightseeing or field trips, concerts in Boston and the like may be charged on the term bills, as well as purchases made from the school Bookstore.

An opening deposit of about \$75. in a personal checking account, before or during the first week of school, is suggested as a reasonable amount for the usual first semester expenses not chargeable on term bills. Students are urged to make payments by check when possible and not to keep any more cash than necessary in their rooms as the Academy cannot be responsible for losses.

## Charge Accounts

Charge accounts in local stores or in Boston are not allowed except by written permission of the parents.

## Term Bills

Term bills are rendered three times a year. The following items may be charged on these bills:

Abbot Courant (magazine), Cynosure (newspaper,) Circle (yearbook), ring, sweater, photographs

Art Supplies

Bookstore items

Chaperonage and Tutoring

Dry Cleaning and excess laundry

Educational Records Bureau Tests - Annual Charge

Infirmary: Medication

Lunches

Music: Lessons, sheet music

Off Campus Concerts, etc.

Physical Education Equipment

Tests

Transportation for field trips but not including to and from home

Parents should buy plane or train tickets for their daughter's trip home and return to school at vacation times.

## THE STUDENT GOVERNMENT ASSOCIATION

The major officers of the Association for the coming year are:

President	Juliet Schneller
Vice-President	Elizabeth Rudman
Secretary	Faith Beane

\* \* \* \* \*

Head of Day Students	Nancy Howe
President of Senior Class	Laurian Cannon
Vice-President	Sarah Beale
President of A.C.A.	Catherine Hoover
President of A.A.	Dorsey Green
Social Chairman	Sarah Cobb

The Student Council includes these girls, with the president, vice-president and a representative of each class.



# THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF ABBOT ACADEMY

## PREAMBLE

The Student Government Association is the organization of the whole school

The Student Government Association, represented by the Student Council, serves as an advisory body to the Administration

The Student Government Association is to encourage the following: honor, responsibility, consideration for and cooperation with others

## ARTICLE I

Members of the Student Government Association: each student at Abbot Academy

Members of the Student Council, consisting of 19 members:

The President of the Student Government Association has general responsibility for the management of the Student Government Association

The Vice-President of the Student Government Association takes the President's place in her absence, helps with the general management of the Student Government Association

The Secretary of the Student Government Association takes the minutes of the Student Council meetings, collects the Student Government dues

The President of the Abbot Christian Association has general responsibility for the management of the association

The President of the Abbot Athletic Association has general responsibility for the management of the association

The Social Chairman has general responsibility for the arrangement of social activities

The President of Day Students has general responsibility for the management of the day students

The Vice-President of Day Students takes the place of the President of Day Students in her absence, acts as secretary and treasurer of the Day Students

The Presidents and Vice-Presidents of each class have general responsibility for the management of their classes, act as spokesmen for their classes

The Class Representatives act as spokesmen for their classes

#### Mechanics of Elections

School elections, except for Social Chairman: nominations and elections are made by the whole school

Class officers and Day Student officers are nominated and elected by their respective organizations

All nominations are first approved by the Administration

#### ARTICLE II

Committees are formed, when necessary, for the interpretation of the goals of the Student Government Association

#### ARTICLE III

The ratification of the Constitution is by a 2/3 majority of the student body, administration and faculty

Amendments to the Constitution are proposed by the Student Council and ratified by a 2/3 majority of the school, subject to the approval of the Administration



The process of formulating or dissolving of rules of the Student Government Association: proposals are made by the Student Council, ratified by a 2/3 majority of the school or by a 2/3 majority of the Student Council at the discretion of that committee, all changes are subject to the approval of the Administration

#### ARTICLE IV

Privileges of members of the Student Government Association in good standing:

off campus activities:

1. weekend leaves, downtown leaves, walks
2. social activities
3. community service

on campus activities:

1. team games
2. membership in any club
3. participation in all Student Government activities including town meeting, school meetings, open Student Council meetings, the right to vote

### ORGANIZATIONS

Student Government

Abbot Athletic Association

Abbot Christian Association

Circle (Yearbook)

Courant (Magazine)

Cynosure (Newspaper)

Archaeology Club

Astronomy Club

Debating Society

Photography Club

World University Service

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